Drupal Instructions

1. To Edit a page

1. Go to http://example.umd.edu/user and log in using your UMD credentials.

2. Navigate to the page you want to edit and click the "**edit**" button.

3. Scroll down to the "Body" section editing window and drag it to a usable size.

4. Edit the page.

5. Click "save" in the editing toolbar.

   - If there are certain styles controlled by css, you will not be able to see them until you save the page.

   - It is recommended to paste copied content into Notepad before you paste it in Drupal.

   - Tables should be created inside of Drupal. If you tried to copy and paste, they would not work properly, because Drupal requires styles to specify attributes like width, etc. Use cell spacing of 0 and cell padding of 3.

   - It is important to always give an external link a target of blank. This also applies to documents like pdf and Word.

2. To Insert an Image

1. Click your curser where you want to insert the image.

2. Click on the image icon and click "Browse Server". Most images you will need should be in the "images" folder, but you can upload them from that screen. Be sure you are in the images folder before you upload.

3. Click once on the image name you want. Then click once on the image preview.

4. Give it Alternative text. Add a border of 1px if the picture needs.
   [Make sure your image is the proper size before uploading. Align left or right. While still in the image dialog box, click on the "Advanced" tab and in the style, add this to the end of the line after the last semicolon:
   If you chose "align-right", then type this: "margin-left:10px;" (do not include the quotes)
   If you chose "align-left", then type this: "margin-right:10px;" (do not include the quotes)

5. Click OK.

3. To Upload an Image

You can upload and resize images right from the file browser in #2 above. **If you have to edit a file and re-upload it, you must rename it first**.

4. Uploading a document and linking to it

1. Follow the same steps as if you were going to upload an image, but highlight the word you want as the link, then click the "link" icon, choose "Browse Server", navigate to the documents folder on the server (instead of the images folder), then click Insert, etc.

5. Creating a new page

1. In the "Administration menu" (only visible when you are logged in), click on "Add Content".

2. Choose the content type from "Basic Page", "Faculty", "Staff" etc.

3. Insert Title. This not only shows at top of browser, but also serves as the Page Header.

4. Click "Menu Settings" and type what you want it to say in the menu (keep it short).

5. Choose parent item (the parent menu this page will be listed in).

6. It is be best to skip the content and come back to it later after you save it.

7. Click "Input Format" and choose "full html" unless it has javascript or php in the page.

8. Click meta tags and add key words to the beginning of what is already there, if desired.

9. Skip down to "URL path settings". Uncheck automatic alias if it exists, and type in a name for the page (short, no spaces, lower-case only). **Do NOT** add a .html at the end, and **do NOT** add a beginning /.

10. Skip to bottom and click Save.

6. After the new page is saved:

1. In the Administration menu bar, go to Structure > Site Building > Menus > Main Menu.

2. Find the page you just made and make sure it is in the spot you want it. You can carefully drag it by the cross sign. Don't forget to Save configuration at bottom of menu page.

7. Links and Email addresses:

- To link to an external site, highlight the word you want as a link, click on the link icon, put the URL in and make sure to choose target_blank (new window).

- To link to a *document* within your site, click the link icon, then browse server and select the file. Be sure to make it target _blank for documents such as pdf, doc, ppt.

- To link to a *page* within your site: click the link icon and type in the relative path beginning with a forward slash (/).
  example: /about (DO NOT add a target for links to pages within your site.)

TIPS:

- Always use high-quality images **sized properly** and use a 1px black border.

- **Never** copy and paste from Word or anything else except for a plain text editor like Notepad that strips all formatting. You must format your content from within Drupal.

- **If you have any problems or questions:** Contact *eng-webmaster@umd.edu* or x50143